

# CORPORATE POLICY

## Respectful Workplace Policy

**Valid from:** <20/07/2025>

**Next review:** <20/07/2028>

**Policy Owner:** <VP Talent, TA, Learning, Leadership Development & Inclusion>

### Do



Treat others respectfully and inclusively.



Know how to recognise actual and potential acts of discrimination, harassment, sexual harassment and bullying.



Speak to your Line Manager, to a trusted Leader or to a member of the HR, Legal or Ethics & Compliance Function if you are concerned about behaviour described in this policy. If issues of discrimination or harassment (including sexual harassment) cannot be resolved through the above, you can raise a confidential report under the [Speak Up Policy](#)



Refer to the [Global Grievance Policy](#) where necessary.

### Don't



Cause harm by harassing, discriminating, or bullying others.



Ignore any acts of misconduct or abuse. You should report them using the channels linked in this Policy.

## Purpose and Scope

### Purpose

We are committed to creating a workplace free from discrimination, harassment, sexual harassment and bullying. This Policy outlines the principles which we follow to achieve these commitments.

### Scope

This Policy is applicable to all Reckitt employees, contractors, and sub-contractors globally – anyone who works for or provides services for Reckitt Group (i.e. a company from the Group, or a company which subsequently joined the Group, or a legal entity under the Group), and to all third parties engaged by any Reckitt entity (collectively, "covered individuals").

To the extent there is a local law or policy that contradicts the provisions of this policy, such local law or policy shall govern. Reckitt will comply with all applicable laws in the various geographies across the globe, and this policy is not meant to circumvent any employee rights as provided by applicable law.

## Policy Statement

All covered individuals are expected to be treated and treat others with dignity and respect both on and off Reckitt owned or affiliated property. Our goal is to continue to build a workplace where everyone is welcomed, respected, heard, and valued. We believe that creating and sustaining a respectful workplace is everyone's responsibility, defined by our Leadership Behaviours.

We do not tolerate offensive conduct, such as discrimination, harassment, sexual harassment, bullying, or other behaviours which are inconsistent with our Policies and Code of Conduct and may be unlawful. Exhibiting any of these behaviours may result in disciplinary action up to and including dismissal. For contractors or visitors, exhibiting any of these behaviours may result in immediate removal from the premises and prohibition from future entry.

## Access to Opportunity

We are committed to equal access of opportunity in all areas of employment and business, regardless of personal characteristics or perceived personal characteristics such as (but not limited to): age, disability, medical condition, colour, ethnicity, race, citizenship, place of origin, religion, faith, pregnancy, family status, marital status, sexual orientation, sex, gender identity, gender expression, political affiliation, protected veteran status, socio-economic background, union affiliation, the association or perceived association with a person identified by one or more of the above characteristics, and any other basis protected by applicable law (each a "Protected Characteristic").

Maintaining and fostering a respectful culture is the responsibility of everyone, when on Reckitt owned or affiliated property, working virtually, at Reckitt events, or when representing Reckitt internally or externally, including on social media. This includes:

- respecting the dignity and diversity of everyone;
- promoting respectful behaviour to your colleagues, consumers, customers, partners, suppliers, visitors, and the communities in which we operate;
- taking active steps to build awareness and understanding of the principles of inclusion, respect and dignity;
- promoting a work environment free from discrimination, harassment, sexual harassment and bullying; and
- appropriately reporting any wrongdoing that comes to your attention.

Senior Managers and Leadership Teams have additional responsibilities which include:

- setting clear expectations with their teams, and other covered individuals with whom they engage, regarding what inclusive and respectful behaviour entails;
- being role models for inclusive and respectful behaviour;
- valuing perspectives and listening to a broad range of points of view;
- immediately reporting improper behaviour for investigation, even if the individual has asked that it remain confidential; and
- cultivating a workplace that inspires inclusion, respect and dignity for all.

We are committed to fostering an inclusive and respectful workplace across all levels of the organisation and continue to build our understanding of Reckitt's workforce demographics via our Self-Identification programme. Colleague information is self-reported by consent and voluntarily. Further information [on this topic](#) and Inclusion at Reckitt is available via the [Inclusion Hub](#)

## Respectful Behaviour

To fulfil our responsibility to maintain and foster a respectful workplace, each of us has an obligation to refrain from conduct that could reasonably be viewed as inappropriate behaviour. This obligation applies whether we are in the office or other Reckitt owned or affiliated premises, working virtually or using social media, attending Reckitt or Reckitt-sponsored events, interacting with covered individuals during or after work hours, or when representing Reckitt externally in any capacity.

Whether or not behaviour is inappropriate depends upon how the receiving person would regard the behaviour as well as the impact the behaviour has on others – it is not determined by intention. To create and maintain a respectful workplace, we must all take active steps to ensure that Reckitt is free from inappropriate conduct.

## Alcohol Use

From time to time, unless forbidden by local laws or regulations, Reckitt or Reckitt-sponsored events may provide the opportunity to consume alcohol. If you choose to consume alcohol, you are expected to use reasonable judgment at all times, conduct yourself professionally, and do so in moderation and in a manner that does not adversely affect your behaviour, including your behaviour towards others. Failure to adhere to this provision may result in disciplinary action, up to and including, termination of employment. For contractors or visitors, improper consumption of alcohol may result in immediate removal from the premises (and/or event) and prohibition from future entry and/or participation.

## Zero Tolerance

Reckitt has a zero-tolerance policy for any behaviours amounting to discrimination, harassment, sexual harassment, and/or bullying, whether a singular or repeated event, as well as against any instances of retaliation for seeking support or reporting these behaviours. Zero-tolerance means all such instances shall be investigated and addressed in a manner appropriate under the circumstances. These terms are defined as follows:

- i) Discrimination happens when someone experiences an adverse employment action (such as being disadvantaged or treated less favourably) because of a Protected Characteristic (as defined above) they have, are perceived to have, or because the person is connected to someone who has a Protected Characteristic.
- ii) Harassment is any unwanted physical, verbal or non-verbal conduct directed at someone because of a Protected Characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive work environment.
- iii) Sexual Harassment is any unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, or offensive work environment. It can be sexual harassment if the behaviour has one of these effects even if unintended, or if it was intended to have one of these effects even if it did not have that effect.
- iv) Bullying, often referred to as personal harassment, is unwanted physical, verbal, or non-verbal conduct – not linked to a Protected Characteristic – that is offensive, intimidating, malicious or insulting. It may involve the misuse of power and can make a person feel vulnerable, upset, humiliated, undermined, or threatened, creating an intimidating, hostile, degrading, humiliating or offensive work environment. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation. Bullying may include, but is not limited to, overbearing and intimidating levels of supervision or inappropriate derogatory remarks about someone's performance. However, legitimate, reasonable, and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.
- v) Retaliation is an adverse act or an omission against a covered individual that is intended to dissuade or punish a person because the person engaged in a protected activity, such as reporting illegal or unethical conduct, refusing to engage in such illegal or unethical conduct, assisting during an investigation into such conduct, requesting a reasonable accommodation for a protected reason, discussing workplace conditions, or otherwise taking action to protect their own rights.

## Procedure for Raising a Concern

If you experience or become aware of discrimination, harassment, sexual harassment, bullying or any other conduct which may violate the terms or spirit of this Policy, you may raise your concerns confidentially with:

- i) Your line manager  
Your line manager should be informed of any improper conduct including discrimination, harassment, sexual harassment and/or bullying. Your line manager can assist in determining the appropriate next steps.
- ii) A member of the local HR or Ethics & Compliance functions, or a trusted leader  
If it is inappropriate or uncomfortable to report a matter to your line manager you may contact your HR business partner, the Ethics & Compliance team or any other trusted leader.

Your concern will remain as confidential as possible but may need to be disclosed to various individuals in order for Reckitt to properly investigate and address the concern. If issues of discrimination or harassment (including sexual harassment) cannot be resolved through the processes described above, you can raise a confidential report under the [Speak Up Policy](#). Other issues arising under this Policy, such as bullying and other disrespectful behaviour may be addressed under the [Global Grievance Policy](#) or Violence in the Workplace Policy.

## Non-Retaliation

We strictly prohibit any form of retaliation or threat of retaliation against anyone who reports a concern, attempts to enforce, or seeks the protection of this Policy, including anyone who assists during an investigation of a potential breach of this Policy. All forms of retaliation whether related to this Policy or other Reckitt policies are strictly prohibited.

## Discipline for Non-Compliance

Anyone who is found to have violated this Policy, including anyone who has committed an act of discrimination, harassment, sexual harassment and/or bullying will be subject to disciplinary action, up to and including dismissal/termination of employment or removal of services. We will consider additional factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take. Case by case dependent, we may consider taking cautionary measures including but not limited to written warnings, suspensions, and/or restricting access to our systems, or other appropriate measures. If this Policy is violated by a Third Party or non-employee, the responsible leader, assisted by a member of the Legal, Ethics & Compliance and HR functions as appropriate, will determine the appropriate remedial action.

Anyone who alleges a breach of this Policy in bad faith, who deliberately provides false information or who otherwise acts maliciously at any stage of a complaint or the investigation under this Policy, may be subject to disciplinary action up to and including dismissal/termination of employment or removal of services.

## Contact Information

This Policy is owned by Reckitt's Group Executive Committee (GEC). The Chief Human Resources Officer (CHRO) is responsible for implementation of this Policy.

For any questions about this Policy or for information about dealing with discrimination, harassment, sexual harassment, bullying, or other matters covered by this Policy, please contact your local HR business partner or another member of the HR function.

## Revision & Approval History

### Revisions

Issued / Revised	Version	Effective Date	Summary of Key Changes
<b>Issued</b>	1	20 <sup>th</sup> July 2025	Consolidated the Inclusion & Anti-Harassment, Discrimination and Bullying Policy into a single document. Violence In the Workplace covered by separate policy. Grievances covered under the Grievance Policy.

### Approval History

Role	Name	Title	Date of Approval
<b>Author Owner</b>	Munazza Kasmani	VP Talent, TA, Learning, Leadership Development & Inclusion	n/a
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